



Position Title: Administrative Assistant

Position Background and Description:

Massachusetts Law Reform Institute (MLRI), a nationally-recognized nonprofit statewide poverty law and policy center, seeks an experienced, tech-savvy Administrative Assistant with strong organizational skills to assist in the day to day administrative operations of the organization. The position will report to the Director of Administration and Operations.

About MLRI: MLRI's mission is to advance economic, racial, and social justice through legal action, policy advocacy, coalition building, and community outreach. MLRI specializes in large-scale legal initiatives and systemic reforms that address the root causes of poverty, remove barriers to opportunity, and create a path to economic stability and mobility for low-income individuals, families and communities.

Primary Responsibilities (*Note: Items outlined below are intended to describe the general nature of the work; it is not an exhaustive list of duties to be performed*):

1) Provide general clerical and administrative support:

- Assist with document production (including legal briefs, reports, online and hard copy newsletters, etc.), photocopying, and filing.
- Prepare and assist with mass mailings and maintain up-to-date mailing lists
- Provide logistic support to advocacy staff as needed for meetings and conferences
- Create, edit and manage documents and data using desktop and internet based applications
- Other clerical work including but not limited to: maintaining files for hard copy documentation (legal files, client records, publications and library materials), inventory maintenance, tasks related to document retention and destruction
- Regularly check and update the organization's website

2) Serve as main office receptionist:

- Greeting and directing office visitors
- Answer and direct phone calls
- Conduct intake for walk-in and phone inquiries
- Manage incoming and outgoing mail

3) Assist Executive Director and Director of Development development-related administrative functions:

- Send timely thank you notes and other correspondence to donors and others
- Maintain up-to-date donor lists
- Enter information into fundraising database
- Assist with online marketing / blast emails
- Assist with logistics and other administrative functions of annual fundraising event

4) Perform special assignments or tasks as requested by the Executive Director.

Qualifications:

- Minimum 3 years administrative experience
- Must be technology savvy, with proficiency in Microsoft Office Suite (Word, Excel, Powerpoint, Access, Outlook, Publisher); Adobe Suite; website editing applications; Web and phone based conferencing; social media and email marketing platforms.
- Experience in CRM software (e.g., Salesforce or other platforms) is strongly desirable
- Excellent interpersonal skills
- Strong organizational skills and the ability to multi-task in a busy office setting
- Ability to work collaboratively as a team member, yet independently to execute the responsibilities of the job
- Good sense of humor, self-confident, resourceful and self-motivated
- Commitment to MLRI's mission to serve low-income and vulnerable populations
- Bilingual in Spanish is desirable but not required.

Compensation: Position is full-time, though part-time employment may be negotiable. Salary is commensurate with experience and qualifications. Excellent benefits package.

Application Process:

Qualified applicants must electronically submit the following: 1) cover letter explaining interest in and qualifications for the position, 2) resume, 3) three professional references.

Electronically submit application materials to AdminAssist@mlri.org with "Admin Assistant" in the subject line. **No telephone calls please.**

Applications will be reviewed as received & interviews will be conducted on a rolling basis. Qualified candidates should submit applications as early as possible.

The Massachusetts Law Reform Institute (MLRI) is an Equal Opportunity Employer, and does not discriminate on the basis of age, class, color, disability, ethnicity, faith, gender, national origin, race, sexual orientation or gender identity or expression. MLRI strives for racial and ethnic diversity because it is critical both to achieving MLRI's mission and to operating in a way that is consistent with MLRI's organizational values. Candidates from diverse backgrounds are encouraged to apply.